

Minutes
Russellville City Council Meeting
Thursday, July 20, 2023 at 6:00 p.m.

Welcome and Call to Order. Mayor Fred Teague

Invocation. Luke Guthrie, Shiloh Road Church of Christ

Roll Call. Gina Skelton, City Clerk-Treasurer

Attendees. Mayor Fred Teague, City Attorney Trey Smith, City Finance Director, Robin Johnson, City Clerk Gina Skelton. Councilmember's Eric Westcott, Justin Keller, Nathan George, Shawn Harris, Seth Bradley and Chris Olson were present. Paul Gray and Emily Young were absent.

Approval of Minutes. June 13, 2023

Motion to Approve the June 13, 2023 Minutes was made by Mr. Westcott, Second by Mr. Keller. Motion passed and minutes approved. Voice vote 6-0.

Financial Report. Robin Johnson, Finance director

July 20th, 2023

Highlights:

City Sales Tax Receipts	\$482,220		
County Sales Tax Receipts	\$564,815		
2021 1 Cent Sales Tax Receipts	\$964,441	\$675,109 Streets	\$96,444 Parks,
Capital, Econ Dev			
Interest Received	\$256,157		
General Fund	\$ 29,999		
Street Fund	\$164,959		
All Other Funds	\$ 61,199		

GENERAL FUND

REVENUES: June operating revenues totaled \$1,673,744 compared to \$1,337,289 for the same period last year. YTD operating revenue is 6.25% above budget. June sales tax collections and turnback totaled \$1,073,505 compared to same period last year \$1,094,785. Franchise fees and permit revenues totaled \$377,798.

EXPENDITURES: June expenditures totaled \$2,099,683 comprised of Personnel Related Expense of \$1,811,010 (Three Pay Periods and Stipend in June). Utilities & Other Expense were \$288,673. Expenditures were 2% above year-to-date projections due to timing.

STREET FUND

REVENUES: June Street revenues totaled \$1,107,529; 2021 Sales Tax \$675,109, State Turnback and Advalorem Tax \$168,245, Interest \$164,959, State ½ Cent Road Tax revenue \$71,582, Transfer from General 2021 Carry Over Balance for Street Stipends \$25,836 and Other Miscellaneous \$1,798. Street Operating Revenues were 29% above budget.

EXPENDITURES: Operational expenditures for June were \$335,112 comprised of Personnel Related Expense of \$191,528 (Three Pay Periods and Stipend in June) and Utilities & Other \$143,584 (Street Striping \$76,000); Capital Spending was \$5,842 for Computer Equipment Upgrades; ½ Cent Sales Tax Spending was \$106,418 for Phase 3 of Schoolhouse Trail and the 4th Street Railroad Crossing Improvements; Sales Tax Spending was \$967,863; Dig Construction and Easements, Knoxville Sidewalk Construction, Brookside Drainage and Drainage Maintenance on Gum Street.

ECONOMIC DEVELOPMENT FUNDS

REVENUES: June revenues totaled \$122,200; New sales tax revenue of \$99,444 and \$22,756 in Interest.

EXPENDITURES: There was a transfer of funds from the 2021 Economic Development Fund (27) to the 2021 Parks and Rec Sales Tax Fund (8) for the Turf Project in the amount of \$721,917.

CAPITAL ASSET FUND

REVENUES: Total revenue in was \$1,296 in Interest.

EXPENDITURES: Capital Asset expenditures for June totaled \$53,318; \$36,874 for Police Vehicle, \$14,253 to Repair a Hanger Door at the Airport, and \$2,190 for Animal Control Printer.

City of Russellville Arkansas Summary Financial Activity by Fund

Fund Number	Fund Title	Fund Balance 06.30.23	June 2023		Fund Balance 06.30.23
			Receipts	Disbursements	
Fund 01	General Fund	3,592,591.09	1,673,965.41	2,167,393.26	3,099,163.24
Fund 01	Emergency Reserve - General	3,500,000.00	-	-	3,500,000.00
Fund 02	Street Fund Operating	2,003,779.13	281,110.03	335,112.36	1,949,776.80
Fund 02	Street Fund Capital	1,097,950.22	-	5,842.29	1,092,107.93
Fund 02	Road Tax Street Fund	206,420.17	71,581.83	106,418.40	171,583.60
Fund 03	2014 Street Sales Tax Fund	15,699,184.98	-	375,283.62	15,323,901.36
Fund 2S	2021 Street Sales Tax Fund	18,608,202.81	724,837.48	592,579.64	18,770,460.75
Fund 03	2003 Economic Development Fund	2,368,165.81	-	-	2,378,501.07
Fund 04	Capital Asset Fund	331,413.49	1,296.33	53,317.60	279,392.22
Fund 07	2021 Sales Tax Capital Fund	2,102,306.94	103,352.26	-	2,207,967.75
Fund 08	2021 Parks & Rec Special Fund	1,960,790.01	828,727.26	-	2,789,517.27
Fund 10	EMS Services Fund	145,980.75	86,817.38	4,278.40	141,702.35
Fund 12	District Court Costs Fund	61,505.92	1,595.70	286.36	60,214.26
Fund 13	No Vehicle Insurance Fund	23,830.54	2,134.99	5,489.48	18,375.05
Fund 14	Parks & Rec Special	56,171.75	3,190.29	9,609.09	49,752.95
Fund 15	Police Training	15,771.38	1,084.39	-	16,855.77
Fund 17	Court Automation	314,603.64	6,108.18	3,491.81	317,220.01
Fund 18	Administration of Justice Fund	657.32	43,723.49	43,665.06	724.75
Fund 18	Criminal Justice Ordinance Fund	81,912.72	6,256.07	2,478.00	85,690.79
Fund 20	Fire Contingency Fund	160,265.57	1,311.76	3,800.00	157,777.33
Fund 21	Fire Insurance Premiums Fund	84,393.00	29,407.37	-	114,300.37
Fund 23	2007 Economic Development Fund	1,064,324.53	4,644.98	-	1,068,969.51
Fund 24	Russellville Oakland Cemetery	109,250.95	1,621.52	6,728.51	104,143.96
Fund 25	Russellville Convention Center	2,678,207.51	11,688.36	-	2,689,895.87
Fund 26	2014 Economic Development Fund	129,657.85	3,567.59	-	133,225.44
Fund 27	2021 Economic Development Fund	2,048,051.57	103,651.77	757,777.00	1,393,926.34
Fund 29	Federal Grant Activity Fund	34,848.82	152.09	-	35,000.91
Fund 30	Lattimore Tourist Home Fund	1.00	-	-	1.00
Fund 31	ACEDP Grant Phoenix Inn. Fund	1.00	-	-	1.00
Perpetual Care	Oakland Cemetery - Perpetual Care	155,963.37	12.82	-	155,976.19
	Genworth	120,935.44	-	-	120,935.44
		<u>58,957,349.38</u>	<u>4,034,482.16</u>	<u>4,494,965.17</u>	<u>58,496,866.27</u>

City of Russellville
Equipment Lease Liability
@ 06.30.23

Lease Agreement	Purpose	Beginning	Ending	Months Remaining	Total Cost	Liability @ 06/30/23
<i>In Fund 01 General Fund</i>						
LEAF	Kyocera 6053 Printer	12/14/20	12/14/27	30	\$ 340.22	\$ 10,206.60
LEAF	Kyocera 3552 Printer	07/19/18	07/25/23	1	\$ 107.34	\$ 107.34
Pitney Bowes	SendPro Postage Machine	11/16/20	11/16/26	29	\$ 53.88	\$ 1,562.48
Pitney Bowes	SendPro C Auto Postage Machine	04/01/23	04/01/28	57	\$ 151.35	\$ 8,626.95
Quadient Leasing USA	IS280- Postage Machine	03/17/21	03/16/24	9	\$ 34.78	\$ 313.04
<i>In Fund 10 EMS Services - Annual Payments</i>						
Huntington National Bank	(2) Ram 5500 Ambulances	09/01/22	09/01/27		\$ 5,056.57	\$ 303,394.05
Zoll Medical Corporation	Monitor/Defibrillator	08/19/22	09/01/24		\$ 11,985.30	\$ 23,970.60
Stryker Sales/Flex Financial	(3) Ambulance Cots	12/01/22	12/01/27		\$ 59,632.49	\$ 238,529.96
					Total Lease Liability	\$ 586,711.02

Other General Fund Liabilities @ 06/30/2023

<i>In General Fund</i>	Accounts Payable	\$ (944.36)
	State Taxes Payable	\$ (13.24)
	LOPFI, Fire Pension Payable	\$ (1,442.30)
	Group Insurance Payable	\$ 1,548.83
	Misc Payroll Deduction Payable	\$ 208.73
	American Fidelity Payable	\$ (70.01)
	457 Plan Payable	\$ 750.00
	Supplemental Life Payable	\$ 13.94
	TxLife Insurance	\$ 577.07
Total Other Liabilities		\$ 628.66

- Mayor's Report.** Dr. Megan Selman Russellville provide a presentation for the Quarterly report for the Alliance and Workforce Development.
- Departmental Report.** Fire Department, Chief Sloan and Perry Whitby provided a presentation regarding the previous year to date with event and growth for the RFD.
- Personnel Committee.** Paul Gray (Chairman), Seth Bradley, Nathan George and Emily Young.
- No Report.**
- Finance Committee.** Finance Committee Members. Eric Westcott (Chairman), Shawn Harris, Justin Keller and Chris Olson.

From the 5:30 p.m. Finance Meeting

Item 1. Appropriation

Appropriated from the **2021 Sales Tax Capital Fund** the sum of

\$156,090.00 to be used for the following purposes:

Purchase a chassis for two new ambulances for RFD. The remaining cost of the ambulances and equipment (\$801,963.49) will be funded from the 2021 Economic Development/Capital Fund 27 in the 2024 Budget.

FUND: 2021 Sales Tax Capital Fund - 07

DEPARTMENT: FIRE DEPARTMENT - 110

EXPENDITURE: 07-110-5513 VEHICLES \$ 156,090.00

**Motion to Adopt Finance Items 1 and 1a was made by Mr. Westcott.
Motion Passed. Voice Vote 6-0.**

Item 1a. Consideration of **Resolution No. 2158** Waive the Formal Bidding Requirements for the Purchase of Two (2) Ambulances Transport Units for the City of Russellville, Arkansas, Fire Department; to Waive the Formal Bidding Requirements for the Purchase of Equipment, Apparatus and Other Necessary Supplies to Furnish the Said Two (2) Units and for Other Purposes. Sponsored by the RFD

**Motion to Adopt Finance Items 1 and 1a was made by Mr. Westcott.
Motion Passed. Voice Vote 6-0.**

Item 2. Appropriation

Appropriated from the Reserves of the General Fund the sum of \$10,100 to be used for the following purposes:

**Pass Through of an Arkansas Historic Preservation Program Grant
FUND: GENERAL FUND (01)**

DEPARTMENT: ADMINISTRATION (101)

REVENUE: 01.101.4111 GRANT REVENUE \$10,100.00

**EXPENDITURE: 01.101.5316 HISTORIC DISTRICT EXPENSE
\$10,100.00**

**Motion to Adopt Finance Items 2 and 2a was made by Mr. Westcott.
Motion Passed. Voice Vote 6-0.**

Item 2a. Consideration of **Resolution No. 2159** to Ratify Certified Local Government Program Grant Agreement Between the City of Russellville

Arkansas, and the Arkansas Historic Preservation Program for Grant Number 23-CLG-07; to Authorize the Mayor and City Clerk Treasurer to Sign an Agreement for the Procurement of Consultant Services to Complete the national Register Nomination for Specific Sections of the Old Town Neighborhood and for Other Purposes.

Motion to Adopt Finance Items 2 and 2a was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 3. Consideration of reimbursement request from Arkansas Valley Alliance in the amount of \$22,437.43 for the 2nd Quarter expenses.

Motion to Adopt Finance Items 3, 4 and 5 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 4. Consideration of reimbursement request from Alliance Workforce Development in the amount of \$26,850.36 for the 2nd Quarter expenses.

Motion to Adopt Finance Items 3, 4 and 5 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 5. Consideration of reimbursement request from Boys & Girls Club in the amount of \$26,528.38 for the 2nd Quarter expenses.

Motion to Adopt Finance Items 3, 4 and 5 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 6. Appropriation

There is hereby a pass through from the city General Fund the sum of **\$8,500.00** to be used for the following purposes:

Line Item Transfer from Full Time Employee Salary to Part Time Employee for the Maintenance/Janitorial Department Due to an Employee Change. (Employee changed from Full Time to Part Time Employment)

**Fund 01
Department 105**

Increase – 01.105.5112 (Part Time Salaries)	\$8,500.00
Decrease – 01.105.5111 (Salaries)	(8,500.00)

This is for authorization of line item transfer within the Personnel Related Expense accounts.

Motion to Adopt Finance Item 6 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 7. Appropriation

Appropriated from appropriated from the General Fund **2022 Year End Carry Over Balance** the sum of **\$6,000.00** to be used for the following purposes:

Community fireworks display on July 4th 2023.

Note: Current Year Amount in Approved Budget was \$9,000; Actual cost this year was \$15,000.

FUND: PARKS AND RECREATION SPECIAL (Fund 14)

DEPARTMENT: PARKS AND RECREATION (Department 109)

EXPENDITURE:

14-109-5807 COMMUNITY FIREWORKS DISPLAY \$ 6,000.00

Motion to Adopt Finance Item 7 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 8. Consideration of **Resolution No. 2160** Declaring Three Motor Vehicles Owned by the City of Russellville, Arkansas, and Used by the Russellville Police Department to be Surplus Property; Authorizing the Sale of the Motor Vehicles to Other Entities; Authorizing the Mayor and City Clerk Treasurer to Execute a Bill of Sale Upon Receipt of Payments for Said Vehicles, and for Other Purposes. Sponsored by the RPD

Motion to Adopt Finance Item 6 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

From the 6:00 p.m. Finance Meeting

Item 1. Consideration of **Resolution No. 2161** Accepting a BID From Edward Constructive Solutions, Inc. for the East "J" Street Sidewalk Project for the City of Russellville, Arkansas; Authorizing the Mayor and City Clerk Treasurer to Enter Into an Agreement With Edward Constructive Solutions, Inc., East "J" Street Sidewalk Project for the City of Russellville, Arkansas and for Other Purposes. Sponsored by Public Works

Motion to Adopt Finance Item 1 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 2. Consideration of **Resolution No. 2162** Authorizing the Mayor and City Clerk Treasurer to Sign all Documents Necessary to Change Existing Facilities Affected by the City of Russellville, Arkansas and Department of the Army Corps of Engineers Prairie Creek and Engineers Ditch Flood Improvement Project and for Other Purposes. Sponsored by Public Works

Motion to Adopt Finance Item 2 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Item 3. Consideration of **Resolution No. 2163** Authoring the Mayor and City Clerk Treasurer to Sign a One (1) year Extension to Lease Agreement With City Corporation for the Operation of the City of Russellville's Water and Sewer System and for Other Purposes. Sponsored by Steve Mallet, General Manager of City Corporation.

Motion to Adopt Finance Item 3 was made by Mr. Westcott. Motion Passed. Voice Vote 6-0.

Unfinished (Old) Business.

Item 1. Consideration of **Ordinance No. 2458** Amending the Permit and Review Fees Associated With the Current Edition of the Arkansas State Codes as Adopted by the City as a City Code to Exempt all Persons With Disability Who are Building a Wheelchair Ramp at Their Residence From Paying for a Building Permit to Build the Wheelchair Ramp and for Other Purposes. **Second of Two Readings.** Sponsored by Shawn Harris

Mr. Westcott made a Motion for Old Business Item 1 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read the Second and Final Readings. Seconded by Mr. George. Motion Passed. Voice Vote 6-0.

Motion to Adopt Old Business Item 1 was made by Mr. Westcott and Seconded by Mr. Keller. Motion Passed. Voice Vote 6-0.

Item 2. Consideration of **Ordinance No. 2459** Vacating and Abandoning the East Ten Feet of North Greenwich Avenue Adjacent to Lot 7 and the North Fifteen Feet of the West 92 Feet of East "E" Street Along Lots 7 & 8, Block 86, J.L. Shinn Addition, City of Russellville, Arkansas; and for Other Purposes. **Second and Final Reading.** Submitted by Barrett & Associates on behalf of Wendy Tran. Unanimously recommended by the Planning Commission.

Mr. Westcott made a Motion for Old Business Item 2 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only,

by Short Explanation, Read the Second and Final Readings.
Seconded by Mr. George. Motion Passed. Voice Vote 6-0.

Motion to Adopt Old Business Item 1 was made by Mr. Westcott and
Seconded by Mr. Keller. Motion Passed. Voice Vote 6-0.

New Business.

Item 1. Consideration of Ordinance No. 2460 Adopting the City Administration Code and or Other Purposes. Sponsored by William Smith, City Attorney
Tabled from June 13, 2023 City council Meeting.

Mr. Westcott made a Motion for New Business Item 1 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read One Time Only. Seconded by Mr. George. Motion Passed. Voice Vote 6-0.

Motion to Adopt New Business Item 1 was made by Mr. Westcott and Seconded by Mr. Keller. Motion Passed. Voice Vote 6-0.

Item 2. Consideration of Ordinance No. 2461 to Abandon and Vacate a Certain Drainage Easement Adjacent to 208 East 3rd Street in the City of Russellville, Arkansas, to Authorize the Mayor and City Clerk Treasurer to Execute and Convey a Drainage Easement and for Other Matters Pertaining Thereto. Sponsored by Public Works. **Requesting Council to Read One Time only with Emergency Clause**

Mr. Westcott made a Motion for New Business Item 2 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read One Time Only. Seconded by Mr. George. Motion Passed. Voice Vote 6-0.

Motion to Adopt New Business Item 2 was made by Mr. Westcott and Seconded by Mr. Olson. Motion Passed. Voice Vote 6-0.

Motion to Enact the Emergency Clause for New Business Item 2 was made by Mr. Westcott and Seconded by Mr. George. Motion Failed. Voice Vote 5-1 (Mr. Keller abstained).

Mr. Westcott made a Motion for Informal Consideration for New Business Item 2 and seconded by Mr. Olson. Motion Passed. Voice Vote 6-0.

Discussion. Council Members discussed the need for EC and listened to the contractor for this item.

Motion for Reconsideration to Enact the Emergency Clause for New

Business Item 2 was made by Mr. Westcott and Seconded by Mr. George. Motion Passed. Voice Vote 6-0.

Item 3. Consideration of **Ordinance No. 2462** Amending Ordinance Nos. 2319 and 2409 to Change the Use of Siding Material for all Housing Structures Built onsite at Hudson Harbor Estates to Everlast Siding and for Other Purposes. Sponsored by the Planning Commission. Submitted by Barrett & Associates on behalf of Will & Laura Wetzel & Butler Family Properties. **Requesting Council to Read One Time only with Emergency Clause.**

Mr. Westcott made a Motion for New Business Item 3 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, Read One Time Only. Seconded by Mr. Olson. Motion Passed. Voice Vote 6-0.

Motion to Adopt New Business Item 3 was made by Mr. Westcott and Seconded by Mr. Olson. Motion Passed. Voice Vote 6-0.

Item 4. Consideration of an Ordinance Rezoning Certain Realty in the City of Russellville, Arkansas and for Other Purposes. Sponsored by the Planning Commission. Submitted by Barrett & Associates on behalf Legends Resort & Casino LLC.

Mr. Westcott made a Motion for New Business Item 4 to Suspend the Rules, Dispense with Reading Requirements, and Read by Title Only, by Short Explanation, the First of Two Readings. Seconded by Mr. Keller. Motion Passed. Voice Vote 6-0.

- ❖ Agenda Prep for Finance Committee Meeting, Tuesday, August 8, 2023 at 5:30 p.m. at City Hall First Floor Conference Room followed by the City Council Agenda Prep Meeting at 6:00 p.m.
- ❖ Finance Committee Meeting, Thursday, August 17, 2023 at 5:30 p.m. at City Hall Council Chambers followed by City Council Meeting at 6:00 p.m.

Motion to Adjourn was made by Mr. Westcott. Seconded by Mr. Harris.

Adjourned.

Mayor Fred Teague.

City Clerk Gina Skelton.

Approved by Council.

Fred Teague

Gina Skelton

8.17.2013

